



November 2004

**UNITED STATES ARMY
SOLDIER SUPPORT INSTITUTE
ADJUTANT GENERAL SCHOOL**

**PROCESS A COMPLETED
NONCOMMISSIONED OFFICER
EVALUATION REPORT**

PRACTICAL EXERCISE 2

STUDENT INSTRUCTIONS – PE-2

OBJECTIVE: This practical exercise is designed to evaluate your ability to process a completed Noncommissioned Officer Evaluation Report (NCOER).

MATERIALS NEEDED:

- 1 AR 623-205
- 2 Pencil
- 3 Answer booklet
- 4 Extract
- 5 PE Supplement

INSTRUCTIONS:

1. Ensure that your name, social security number, and class number are on the answer booklet.
2. You will have 1 hour and 25 minutes to complete this practical exercise. There are 20 questions on this test. Count and check each question now. If you are missing a question or a portion of it is illegible, obtain a new practical exercise booklet from your instructor.
3. Each question has only one correct answer. Make all responses clear and legible in the answer booklet. Ensure the question number in the practical exercise booklet corresponds to the question number in the answer booklet. Read each question carefully, but move on so you may answer all questions in the time allotted. If you make a mistake or if you have to change an answer on the answer sheet, erase completely and then mark your correct answer.
4. **ALL WORK ON THIS EXERCISE MUST BE YOUR OWN.** You may **NOT** communicate with other students, give or receive assistance, make record of your answers anywhere but in your answer booklet, or pass on information about this exercise to other students. Failure to follow these instructions will result in the appropriate disciplinary action.
5. Upon completion of this exercise turn in your answer booklet to the instructor. You will receive further guidance at that time.

SITUATION: You are a Human Resources Specialist and have been given SSG Robert Tate Shivers' NCO-ER to review along with his ERB. SSG Shivers is due an Annual report with Rater, 1SG Lee R. Jacobson, 920-76-3692, 13Z5M, First Sergeant, Btry A, 1st Bn, 87th DIVARTY, Ft. Drum, NY 31846, Senior Rater, CPT Kevin P. Larson, 991-33-0642, FA, Company Commander, Btry A, 1st Bn, 87th DIVARTY, Ft. Drum, NY 31846, and Reviewer, LTC Kenneth R. Wagner, 933-60-2101, FA, Battalion Commander, 1st Bn, 87th DIVARTY, Ft. Drum, NY 31846 who concurs with Rater/Senior Rater. The ending date of this report is February 2007; he has no non-rated time or enclosures to his report. You will not be using the UMR to check his duty title because it has been confirmed that he is a Gunnery Sergeant and his appointed duty is an Assistant Platoon Sergeant.

E-Mail Addresses:
Robert.Shivers@
Lee.Jacobson@
Kevin.Larson@
Kenneth.Wagner@

Part I – Administrative Data

1. Is Part I. a., Name correct?

1. Yes
2. No, should be Shiver, Robert T
3. No, should be Robert Tate Shivers
4. No, should be Shivers, Robert Tate

2. Is Soldier's SSN, Rank, and DOR correct?

1. Yes
2. No, should be 979-14-2866, E6, 080201
3. No, should be 979-14-2866, SSG, 060201
4. No, should be 979-14-2686, E6/SSG, 060201

3. Is Soldier's PMOS correct?

1. Yes
2. No, should be 13B3O0000
3. No, should be 13B3U60000
4. No, should be 13B3H60000

4. Is the Reason for Submission correct?

1. Yes
2. No, should be 2 Annual
3. No, should be 3 Annual
4. No, should be 4 Change of Rater

5. Is the period covered for this report correct?

1. Yes
2. No, should be 2006 02 thru 2007 02
3. No, should be 2006 03 thru 2007 04
4. No, should be 03 2006 thru 02 2007

6. Is the number of Rated Months, Non-Rated Code and Number of Enclosures correct?

1. Yes
2. No, should be 12, Q and left blank
3. No should be 12, left blank and 1
4. No, should be 13, left blank and left blank

Part II - Authentication

7. Is the Rater's official information correctly entered in Part II.a.?

1. Yes
2. No, PMOSC/Branch should be 13Z and Duty Assignment 1SG
3. No, PMOSC/Branch should be 13Z5M and Duty Assignment First Sergeant
4. No, PMOSC/Branch should be 13M5Z and Duty Assignment First Sergeant

8. Is the Senior Rater's official information correctly entered in Part II.b.?

1. Yes
2. No, PMOSC/Branch should be FA
3. No, Officers do not have PMOSC/Branches
4. No, Rank should be O3 and the PMOSC/Branch should be FA

9. Is the Reviewer's information correctly entered in Part II.d.?
1. Yes
 2. No, PMOSC/Branch should be AG
 3. No, Missing Duty Assignment information
 4. No, Rank should be O5 and the PMOSC/Branch should be FA
10. Is the Rating official information correctly entered in Part II.e.?
1. Yes
 2. No, Rater failed to place an "X" inside one of the Blocks
 3. No, Senior Rater failed to place an "X" inside one of the Blocks
 4. No, Reviewer failed to place an "X" inside the Concur Block

Part III – Duty Description

11. Has the counseling dates been entered correctly in Part IIIf?
1. Yes
 2. No, missing last counseling date
 3. No, the third and forth counseling dates need to be switched
 4. No, the second and third counseling dates need to be switched

Part IV – Army Values/Attributes/Skills/Actions

12. Is Part IV.a. Army Values/Attributes/Skills/Actions completed correctly?
1. Yes
 2. No, Block 7 should have been marked "Yes"
 3. No, Rater must use handwritten "X"s in this area
 4. No, Rater must provide Bullet comment(s) for Block 7

(See Page 2 – Supplement)

13. Is Rated NCO's Administrative data entered correctly?
1. Yes
 2. No, thru date of the report entered incorrectly
 3. No, social security number entered incorrectly
 4. No, name line information missing middle initial

14. Is Part IV.b. – Values/NCO Responsibilities (Competence) completed correctly?

1. Yes
2. No, report can not refer to gender
3. No, mandatory three bullet comments
4. No, there should be no underline(s) in bullet comment(s)

15. Is Part IV.c. – Values/NCO Responsibilities (Physical Fitness/Military Bearing) completed correctly?

1. Yes
2. No, missing APFT information
3. No, missing Height/Weight information
4. No, bullet comments do not warrant Excellence

16. Is Part IV.d. – Values/NCO Responsibilities (Leadership) completed correctly?

1. Yes
2. No, mandatory three bullet comments
3. No, remove “o” in front of each bullet comment
4. No, bullet comments do not warrant Excellence

17. Is Part IV.e. – Values/NCO Responsibilities (Training) completed correctly?

1. Yes
2. No, mandatory bullet comment(s) missing
3. No, Rater must use handwritten “X”s in this area
4. No, bullet comments do not warrant Needs Improvement.

18. Is Part IV.f. – Values/NCO Responsibilities completed correctly?

1. Yes
2. No, mandatory bullet comment(s) missing
3. No, bullet comments do not warrant Excellence
4. No, Rater must use handwritten “X”s in this area

Part V – Overall Performance and Potential

19. Is Part V.a. – Overall Performance and Potential completed correctly?

1. Yes
2. No, Rater failed to place an “X” inside one of the Blocks
3. No, Senior Rater failed to place an “X” inside one of the Blocks
4. No, the Reviewer failed to place an “X” inside one of the Blocks

20. Is Part V.e. – Overall Performance and Potential completed correctly?

1. Yes
2. No, Rater failed to meet minimum bullet requirements
3. No, Senior Rater failed to meet minimum bullet requirements
4. No, the Reviewer failed to meet minimum bullet requirements